

## EDITED KSA LISTING

### CLASS: SENIOR YOUTH CORRECTIONAL COUNSELOR

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Comprehensive knowledge regarding principles and techniques of individual and group treatment of youthful offenders with training and development of Youth Correctional Counselors
<b>K2.</b>	Basic knowledge of the procedures employed in the routine maintenance of living quarters, grounds, and of sanitation standards to ensure cleanliness of the unit, grounds and the physical plant is maintained
<b>K3.</b>	Extensive knowledge of principles and techniques of custody and individual and group supervision of youthful offenders to ensure safety and security of staff and youthful offenders
<b>K4.</b>	Basic knowledge of the use and techniques of arts and crafts, and athletic activities to promote good sportsmanship and a normative culture on the living unit
<b>K5.</b>	Working knowledge of the purpose, organization, and administrative practices of the Department of the Corrections and Rehabilitation, Division of Juvenile Justice to provide training, treatment and rehabilitative services to youthful offenders
<b>K6.</b>	General knowledge of training and motivational techniques for subordinate staff to ensure staff development adheres to the mission statement of the Department
<b>K7.</b>	Basic knowledge of the principles and techniques of personnel management and employee supervision to meet the Department's contractual requirements
<b>K8.</b>	Working knowledge of the departmental and institutional policies to ensure all mandated requirements are fulfilled
<b>K9.</b>	Basic knowledge of the psychology of youthful offenders in order to provide proper treatment services and maintain a safe and secure environment
<b>K10.</b>	Working knowledge of diverse racial and cultural characteristics of youthful offenders and how these characteristics impact the correctional setting when creating a normative culture

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#	Knowledge, Skill, Ability
K11.	Working knowledge of a supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment
K12.	Basic knowledge of the departmental health and safety program to promote a safe and healthy work environment
K13.	General knowledge of the characteristics of the youthful offender population of the Department to ensure the proper treatment courses is provided for youthful offenders
K14.	Comprehensive knowledge of the provisions and procedures of the DDMS and ward grievance system to ensure due process and wards rights are in compliance
K15.	Basic knowledge of court decisions affecting the rights of youthful offenders in the Department to ensure compliance with the decisions
K16.	Working knowledge of administration of collective bargaining agreements and grievance handling to ensure compliance with the Memorandum Of Understanding (MOU)
K17.	Basic knowledge of the principles and practices of the Department's labor-management relations policies to ensure compliance with the Memorandum Of Understanding (MOU)
K18.	Basic knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating, and budgeting to adhere to the mission and values of the Department
K19.	Basic knowledge of investigative and interviewing techniques and procedures to adhere to safety and operations of the living unit
K20.	Comprehensive knowledge of report writing to ensure accurate and concise documentation and reporting
K21.	Working knowledge of assignments required to be completed in a concise, timely, and accurate manner as required by your supervisor
K22.	<b>Basic knowledge to provide court testimony as required by the legal process to represent the Department in a professional manner</b>

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#	Knowledge, Skill, Ability
K23.	Basic knowledge to orientate newly assigned staff regarding the living unit standards, policies and procedures of the Institution and values of the Department in order to reinforce the expected behaviors and job standards necessary to perform their duties

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#	Knowledge, Skill, Ability
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	Skill to:
<b>S1.</b>	Skill to apply principles and techniques of individual and group supervision of youthful offenders in order to promote training, treatment and rehabilitation
<b>S2.</b>	Skill to train, evaluate, and discipline subordinate staff in the performance of their duties
<b>S3.</b>	Skill to supervise, plan, organize, and direct the work of others at your work site in order to achieve the desired goal
<b>S4.</b>	Skill to gain the interest, respect, and cooperation of subordinate staff and youthful offenders in order to work effectively with others
<b>S5.</b>	Skill to understand youthful offenders' case histories and interpret their recommendations to Youth Correctional Counselors in order to address their treatment goals
<b>S6.</b>	Skill to maintain custody and fair and firm discipline in order to gain youthful offender compliance
<b>S7.</b>	Skill to plan and conduct recreational activities in order to provide a comfortable normative culture
<b>S8.</b>	Skill to keep records and prepare reports in order to maintain required historical information
<b>S9.</b>	Skill to analyze situations accurately and take effective action in order to defuse or prevent a situation from escalating
<b>S10.</b>	Skill to think and act quickly in emergencies in order to restore order in a safe manner
<b>S11.</b>	Skill to consult and supervise constructively in order to communicate effectively
<b>S12.</b>	Skill to effectively promote equal opportunity in employment in order to maintain a work environment that is free of discrimination and harassment
<b>S13.</b>	Skill to establish and maintain positive working relationships to be effective and develop team cohesion

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#	Knowledge, Skill, Ability
S14.	Skill to communicate effectively with others in order to be successful at your work site
S15.	Skill to represent the Department's position on collective bargaining agreements in a professional manner
S16.	Skill to interpret and apply collective bargaining agreements and effectively respond to employee grievances in a timely manner
S17.	Skill to interpret and apply the departmental health and safety program in order to maintain a safe and healthy work environment
S18.	Skill to effectively conduct interviews, inquiries, and investigations in order to provide accurate, detailed, and concise information in order to formulate a plan
S19.	<b>Skill to recommend/provide proper treatment to youthful offenders in crisis or in need of mental health services</b>
S20.	<b>Skill to identify Institutional sub-cultures to reduce violence and promote a continuum of interventions through treatment and rehabilitative services</b>
S21.	<b>Skill to testify on behalf of the Department in any legal process in a professional manner</b>
S22.	<b>Skill to train and develop newly assigned staff regarding the living unit standards, policies and procedures</b>